



## DEPARTMENT OF BOATING AND WATERWAYS JOB OPPORTUNITY

### SENIOR PERSONNEL SPECIALIST PERSONNEL SPECIALIST

*This position can be filled at either of the above levels. All interested candidates that are in the above classifications are encouraged to apply.*

**FINAL FILING DATE:** APRIL 3, 2006

**SALARY:** Sr. Personnel Specialist: Rg. A \$3418 - \$4155  
Personnel Specialist: Rg. B-D: \$2797 - 3800

**TYPE OF APPOINTMENT:** Permanent/Full Time

**LOCATION:** Dept. of Boating and Waterways  
Personnel Office  
2000 Evergreen Street, Suite 100  
Sacramento, CA 95815-3888

**FREE PARKING AT THIS LOCATION!**

**DUTIES:** Under the general direction of the Administrative Officer, Administrative Services Division, the Sr. Personnel Services Specialist serves as a journey-level specialist with the responsibility to perform a variety of complex and difficult personnel and payroll functions in a one-person office. These functions require full knowledge of and the ability to apply all phases of personnel, payroll, disability, benefits, leave accounting, and laws, rules, regulations and procedures to all personnel and payroll transactions for the Department, consisting of approximately 90 employees. The Sr. Personnel Specialist also serves as the Employee Benefits Office, Employee Assistance Program (EAP) Coordinator, and Personnel Office Security Monitor. **NOTE: The duty level and responsibilities for this position will be greater or lesser depending on the level hired.**

- ☐ Serve as transactions expert and apply State laws and control agency rules and regulations, and collective bargaining unit provisions in all payroll related transactions.
- ☐ Prepare paperwork to report changes in budgeted positions by processing Form 607.
- ☐ Process payroll and miscellaneous pay (differential pay, IDL, NDI, SDI, monthly pay), and maintain DBW roster.
- ☐ Assist employees with salaries, employee benefits, appointment information, and retirement.
- ☐ Assist attendance coordinators and ensure accuracy in reporting leave accrual and usage, and overtime reporting.
- ☐ Request and clear certification lists and prepare contact letters.
- ☐ Gather and analyze monthly data reports.
- ☐ Provide recommendations to the Administrative Officer on policy and procedural changes.
- ☐ Conduct orientation for newly hired DBW employees.
- ☐ Resolve personnel issues and handle sensitive and confidential information and documents on a daily basis.
- ☐ Maintain accurate filing systems for personnel folders, attendance records, payroll records, and certification records.

#### **DESIRABLE QUALIFICATIONS:**

- ☐ **Expert in personnel transactions;**
- ☐ Experience in use of personal computer and automated systems;
- ☐ Experience working with SPB certification and exam system;
- ☐ Oral and written communication skills and strong interpersonal skills;
- ☐ Ability to handle multiple tasks and ensure critical items are accomplished in a timely manner;
- ☐ Knowledge of the appropriate control agencies' laws, rules, policies and procedures;
- ☐ Ability to work independently.
- ☐ Ability to maintain confidentiality;
- ☐ Experience in employee benefits (i.e., health, dental, vision)

**WHO MAY APPLY:** Applications will be accepted from current state employees at the Sr. Personnel Specialist level, those with reinstatement eligibility at this level, or those who are reachable and have list eligibility for Sr. Pers. Specialist. Applications at the Personnel Specialist (Range B and above) level will be considered for this position. **All applications will be reviewed; however, only the most qualified candidates will be interviewed. All applicants must clearly indicate the basis of their eligibility (i.e., reinstatement or list eligibility) on the state application.**

**ALL APPOINTMENTS ARE SUBJECT TO THE STATE RESTRICTION OF APPOINTMENT (SROA) PROVISIONS**

**CONTACT:** Kathy Emery at (916) 263-0354

**HOW TO APPLY:** Submit a completed standard State application (Std. 678) to:

**Department of Boating and Waterways  
Personnel Office  
2000 Evergreen Street, Suite 100  
Sacramento, CA. 95815-3888**

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, civil service rules, and the special trust placed in

public servants. An affirmative action employer – equal to all regardless of race, color, creed, national origin, ancestry, sex, martial status, disability, religious or political affiliation, age, or sexual orientation.